

# Memo

**To:** Board of Managers  
**From:** Michael Younes, Director of Municipal Operations *My*  
**CC:** Shana R. Davis-Cook, Village Manager  
**Date:** 9/4/2014  
**Re:** Village Hall Repairs – Project Overview

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## Project Overview

Included in the FY2015 Capital Improvements Program (CIP) budget is the repair and maintenance of several areas throughout the Village Hall including replacing the roof and gutters, interior and exterior painting and repaving of the Public Works Yard<sup>1</sup>.

## Goal (Scope) of the Study

This project will address several maintenance needs throughout the Village Hall and office. The Village Hall last renovated in 2001, had not undergone major maintenance since the renovation. The proposed project is the culmination of a broader maintenance effort in and around the Village Hall. Thus far, this effort has included the replacement of the railings at the main entrance and at the Post Office entrance; re-landscaping; security improvements; irrigation system maintenance; fence and wall-cap stone power washing; interior carpet cleaning and replacement; and Public Works yard repaving. The proposed repairs would be completed by both in-house and contract labor and include the following:

- Roof Replacement/Repair: Over the past couple years, the Village Hall roof singles have shown signs of failure. The entire roof was not replaced during the 2001 renovation. In heavy rain events several areas have allowed water to leak into the Hall. The repairs will replace old sections of roof shingles and repair the flat “cat-walk” areas where needed.
- Interior and Exterior Painting: Like many of the other areas of the Village Hall, the interior and exterior paint is in need of touch-up. For example, sections along Connecticut Avenue are peeling and have weathered, see photo above.
- Gutter Replacement/Repair: In some places the gutters need to be reattached to the roof, and in other areas they need to be completely replaced to accommodate additional capacity. This work will be coordinated with the roof repairs.

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<sup>1</sup> The Public Works yard has already been scheduled for replacement by the Village’s roadway repaving contractor as part of the Village-wide streets maintenance project this summer.

- Misc. Repairs: Repairs will include replacing the bathroom partitions in the men's and women's restrooms that are rusted in places and are disproportionate for their location; along with general repairs throughout the Village Hall and office.

### **Timing**

Staff is currently in the process of soliciting proposals for the work, in order to present the required contract authorization requests to the Board at its October regular meeting. Once authorized, it is anticipated that the repairs will begin shortly thereafter based on the following schedule:

1. Roof Repairs/Replacement – (Before Winter)
2. Gutter Repairs/Replacement – (Before Winter)
3. Interior and Exterior Painting and Miscellaneous Repairs – Winter and Spring

Originally, the work plan included the repaving of the Public Works yard; however this work was completed as part of the Village street repaving effort in order to take advantage of bulk paving prices.

### **Budgeted Cost**

The FY2015 CIP current includes a total of \$200,000 for the subject improvements. Actual cost figures for the repairs will not fully be known until project proposals are received.

### **Project Coordination**

Since this is a high-traffic area, coordination with several parties in addition to the Board will need to be considered. Some of the parties include:

- Historic Preservation Commission (HPC): Since the Village Hall is within the Village's historic district and is designated an "outstanding resource" by HPC, any material or design modifications to the exterior of the building will require review and approval by HPC. At this time no design modifications are anticipated.
- Residents in the immediately surrounding area: Due the requirement for contractor parking, advance notice will be provided to residents surrounding the Village Hall about what to expect and anticipated duration.

### **Board Action Requested**

No formal Board action is required at this time. The staff requests your feedback on the proposed project goals outlined above, which will be developed into a Scope of Work for the Request for Proposals.

### **Attachments**

CIP Expenditure Detail Sheet  
Project Repair Photos

## Project Detail Sheet

### Village Hall Repairs

**Category**  
**Department**  
**Zone Location**

Village Hall/Office  
Village Hall/Office  
3

**Date Last Modified**  
**Funding Source**  
**Status**

February 27, 2014  
Tax-Based  
Ongoing

#### EST. EXPENDITURE SCHEDULE (dollars in thousands)

| Cost Element                     | Total      | Est.<br>FY14 | Total<br>6 Years | FY15       | FY16     | FY17     | FY18     | FY19     | FY20     | Beyond<br>6 Years |
|----------------------------------|------------|--------------|------------------|------------|----------|----------|----------|----------|----------|-------------------|
| Planning, Design and Supervision | 0          | 0            | 0                | 0          | 0        | 0        | 0        | 0        | 0        | 0                 |
| Land acquisition                 | 0          | 0            | 0                | 0          | 0        | 0        | 0        | 0        | 0        | 0                 |
| Site Improvements and Utilities  | 211        | 11           | 200              | 200        | 0        | 0        | 0        | 0        | 0        | 0                 |
| Construction                     | 0          | 0            | 0                | 0          | 0        | 0        | 0        | 0        | 0        | 0                 |
| Other                            | 0          | 0            | 0                | 0          | 0        | 0        | 0        | 0        | 0        | 0                 |
| <b>Total</b>                     | <b>211</b> | <b>11</b>    | <b>200</b>       | <b>200</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>          |

#### EST. FUNDING SCHEDULE (dollars in thousands)

|                    |            |           |            |            |          |          |          |          |          |          |
|--------------------|------------|-----------|------------|------------|----------|----------|----------|----------|----------|----------|
| Tax-Based Revenues | 211        | 11        | 200        | 200        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Total</b>       | <b>211</b> | <b>11</b> | <b>200</b> | <b>200</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

#### EST. OPERATING BUDGET IMPACT (dollars in thousands)

|                     |  |  |          |          |          |          |          |          |          |
|---------------------|--|--|----------|----------|----------|----------|----------|----------|----------|
| Labor/Maintenance   |  |  | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Materials/Equipment |  |  | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Total</b>        |  |  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

#### Description

This project will address several maintenance needs throughout the Village Hall and office. The Village Hall last renovated in 2001, has not undergone major maintenance since the renovation. The proposed repairs would be completed by both in-house and contract labor and would include the following:

- **Roof Repairs:** Over the past couple years, the Village Hall roof singles have shown signs of failure. The entire roof was not replaced during the 2001 renovation of the Village Hall. In heavy rain events several areas have allowed water to leak into the hall. The repairs will replace old sections of roof shingles and repair the flat "cat-walk" areas where needed. Estimated cost for this portion of work is \$125K.
- **Painting:** Like many of the other areas of the Village Hall, the interior and exterior paint is in need of touch-up. For example, sections along Connecticut Avenue are peeling and have weathered. Estimated cost for this work is \$30K.
- **Gutter Replacement:** Many sections of the gutters around the Village Hall are in need of repair or replacement, in some places the gutters need to be reattached to the roof, when others need to be completely replaced to accommodate additional capacity. This work would be coordinated with the roof repairs. Estimated cost for this work is \$24K.
- **Public Works Yard Repaving:** Many sections the Public Works Yard asphalt are breaking up and are in need of repair. Portions of the do not drain properly leading to ponding. This work would repave while re-grading the yard to provide for proper water drainage. Estimated cost for this work is \$16K.
- **Misc. Repairs:** An additional \$5K is included for miscellaneous repairs.

#### Estimated Schedule

This project is currently under the planning and repair phase.

#### Cost Change

There have been no cost changes to this project.

#### Justification

This project will address several maintenance needs throughout to ensure the long-term preservation of the Village Hall and office.

#### Coordination

Board of Managers  
General Government  
Public Works Department  
Historic Preservation Commission



# Project Repair Photos

